

01752

1994/08/03

ROUTINE

UNCLASSIFIED RELEASED
EAP/L CARDS CENTER

INCOMING

φ-OVIP (to) Brown

4

PAGE 01 OF 03 BEIJING 34445 00 OF 04 031010Z 007241 5063257

ACTION: CML0251

INFO: EAP (04) P (01) RA (01) EP (02) EX (01) PHO (01) UN (01)
COMC (01)

----- 03/1130Z A1 PB (TOTAL COPIES: 017)

ACTION EAP-00

INFO LOG-00 AMAD-01 OAS-00 EB-00 TEDE-00 ADS-00 SS-00
/003V

-----630446 031052Z /30

R 031006Z AUG 94

FM AMEMBASSY BEIJING

TO SECSTATE WASHDC 3027

USDOC WASHDC

INFO AMCONSUL GUANGZHOU

AMCONSUL SHANGHAI

AMCONSUL HONG KONG

United States Department of State
Office of FOI, Privacy, & Classification Review
Review Authority: RMARTENS
Date: 11/01/96
Case ID: 94038752

UNCLAS BEIJING 034445

USDOC FOR 4420/IEP/EAP/OPN/DFOREST/CMCQUE:M

USDOC FOR 3132/010/EAP/MCOCHRAN/ASTERLING

STATE FOR EAP/CM

E.O. 12356: N/A

TAGS: DMGT, DUSR, OVIP (RONALD BROWN), CM

SUBJECT: REVISED BUDGET FOR VISIT OF COMMERCE SECRETARY BROWN TO BEIJING AUGUST 27-30

REFS: A) FCS BEIJING FAX TO M. DAY DATED AUGUST 2; B) BEIJING 34042; C) M. DAY FAX DATED AUGUST 1 TO JAMIE MORSLEY; D) BEIJING 33238; E) BEIJING 33447

1. PLEASE FORWARD THIS CABLE TO DIRECTOR OF ADVANCE MICHELLE DAY.

2. THIS MESSAGE CONTAINS SEVERAL ACTION REQUESTS IN THE NOTES TO THE REVISED BUDGET IN PARA. 4, AND IN PARAS. 3, 8 AND 9. WE URGENTLY REQUIRE MORE DETAIL ON THE RADIO EQUIPMENT TO BE BROUGHT TO CHINA (REF E).

3. SET FORTH BELOW IS A REVISED BUDGET FOR SECRETARY BROWN'S VISIT TO BEIJING AUGUST 27-30, RESPONDING TO CERTAIN REQUESTS AND INFORMATION PROVIDED IN REF C FAX. POST HAS MADE CERTAIN ASSUMPTIONS AS TO WHEN THE CONTROL ROOMS SHOULD GO INTO OPERATION AND CLOSE DOWN, ETC. WE WOULD APPRECIATE SPECIFIC GUIDANCE ON THIS POINT. THIS BUDGET DRAFT ASSUMES CERTAIN ADVANCE TEAM MEMBERS ARRIVING THE EVENING OF SATURDAY, AUGUST 13 AS NOTIFIED IN REF C FAX, AND STAYING THROUGH AUGUST 31, THE DAY AFTER THE SECRETARY'S DEPARTURE FROM BEIJING.

4. POST REQUESTS THAT COMMUNICATIONS BE BY MEANS OF CABLE TO THE EXTENT POSSIBLE (WITH BACKUP FAX WHERE DEEMED DESIRABLE).

SUMMARY BUDGET

5. OUR REVISED NOTIONAL BUDGET BASED ON REQUESTS RECEIVED IN REF C IS SET FORTH BELOW.

A. STAFF BEING PREPARED BY MICHELLE DAY, DIRECTOR OF ADVANCE, EXECUTIVE SECRETARIAT

B. HOTEL RENTAL OF SPACE:

-- 15 ROOMS FOR ADVANCE/SECURITY FROM 8/13-8/31 (155/NIGHT X 18 NIGHTS) 41,850
-- OFFICIAL DELEGATION (EST 30), 8/27 - 8/30

BEIJING 34445 00 OF 04 031010Z 007241 5063257

(155/NIGHT X 3 NIGHTS) 13,950
-- SECRETARY CONTROL (ADJOINING DELUXE ROOMS), 8/12-8/31 (155/NIGHT X 2 ROOMS X 19 NIGHTS) 5,890
-- BUSINESS CONTROL (DELUXE), 8/27-8/30 (155/NIGHT X 8 NIGHTS) 1,240
-- PRESS CONTROL (DELUXE), 8/25-8/30 (155/NIGHT X 5 NIGHTS) 775
-- INTER-AGENCY CONTROL (DELUXE), 8/25-8/30 (155/NIGHT X 5 NIGHTS) 775
-- EMBASSY LIAISON (DELUXE), 8/27-8/30 (155/NIGHT X 3 NIGHTS) 465
-- SECRETARY SUITE (GARDEN), 8/27-8/30 (155/NIGHT X 3 NIGHTS) 465
-- 3 MEETING ROOMS, 8/28-8/30 (155/NIGHT X 2 NIGHTS) 930
-- PRESS CONFERENCE HALL, FLOWERS & TAPING 920

SUBTOTAL: 67,260

NOTES:

1. CHINA WORLD HOTEL HAS INDICATED THE 15 PERCENT SURCHARGE MAY BE WAIVED ON ALL ROOMS.
2. SECRETARY'S GARDEN SUITE IS BEING CHARGED AT REGULAR DELUXE ROOM RATE.
3. HOTEL WAS ALSO OFFERED TO UPGRADE U/S GARTEN (SHOULD HE ACCOMPANY THE SECRETARY) TO A PARLOR SUITE AT THE DELUXE ROOM RATE OF USD 155.

4. AS INSTRUCTED IN REF C, REVISED ESTIMATE INCLUDES ONLY OFFICIAL COMMERCE DELEGATION OF 30 PERSONS (IN ADDITION TO ADVANCE/SECURITY TEAM).
5. ACTION REQUEST: PLEASE ADVISE YOUR THOUGHTS ON THE REQUESTED MEETING ROOMS FOR THE USE OF THE BUSINESS DELEGATION. WE HAVE BUDGETED FOR THREE DELUXE ROOMS, WHICH COULD BE ON THE SAME FLOOR WHERE THE BUSINESS DELEGATION IS STAYING. ALTERNATIVELY, WE CAN RESERVE FUNCTION ROOMS DOWNSTAIRS, WHICH MAY PROVIDE MORE PRIVACY.

C. TRANSPORTATION:

-- LIMO (AT ROUGHLY 100/DAY FOR 5 DAYS, 8/27-8/31) 500
-- ONE VAN AND TWO ADVANCE CARS, 8/13-31 (19 DAYS) 2,000
-- 30 DELEGATION VEHICLES, 8/27-31 (ROUGHLY 50/DAY EACH X 5 DAYS X 30) 7,000
-- BUS (VANS, BUSES AND TRUCKS) 1,200
-- LOCAL TAXI HIRE 1,000

SUBTOTAL: 11,700

NOTES (ACTION REQUESTS IN NOS. 1 AND 3):

1. WE HAVE ASSUMED THE REQUESTED 30 VEHICLES ARE FROM THE TIME OF ARRIVAL OF THE OFFICIAL/BUSINESS DELEGATION, AND ARE IN ADDITION TO THE NEEDS OF THE ADVANCE TEAM. IF

ALL OR SOME OF THESE ARE TO BE STANDING BY ONLY STARTING MONDAY, THE FIRST WORKING DAY, WE CAN REDUCE THE BUDGET AND RENTALS ACCORDINGLY. PLEASE ADVISE.

2. TAXI COSTS ARE A ROUGH ESTIMATE BASED ON PRIOR EXPERIENCE OF HAVING TO ADD LAST-MINUTE VEHICLES, WHICH MUST BE RENTED ON AN 8-HOUR BASIS AT A FIXED CHARGE PLUS MILEAGE, AND WITH OVERTIME PAID FOR TIME EXTENDING BEYOND THE 8 HOURS.

3. BUS ESTIMATE INCLUDES ALL SORT OF VANS, TRUCKS AND BUSES THAT MAY BE USED FOR TRANSPORTING EQUIPMENT.

UNCLASSIFIED

ROUTINE

UNCLASSIFIED
EAP/L CARDS CENTER

INCOMING

PAGE 07 OF 03 BEIJIN 34445 00 OF 04 031010Z 007241
LUGGAGE, PEOPLE, AND INCLUDES ONE PRESS VAN REQUESTED BY
USIS (EST. COST 100/DAY FOR FOUR DAYS).
4. IF YOU CAN PROVIDE AN IDEA OF VEHICLE NEEDS PER DAY,
BASED ON PAST EXPERIENCE WITH MIXED DELEGATIONS (OFFICIAL
AND BUSINESS), WE CAN BETTER TAILOR OUR ESTIMATES.

D. EQUIPMENT RENTAL/COMMUNICATION:

-- 15 IDD PHONE/FAX LINES	5,000
-- 12 HOUSE PHONE LINES	
1,000/LINE FOR INSTALLATION	1,200
-- NINE COMPUTERS, 8/12-31	
150/DAY X 9 X 20 DAYS	9,000
-- FIVE LASER PRINTERS, 8/12-31	
125/DAY X 5 X 20 DAYS	2,500
-- SIX FAX MACHINES	1,000
-- ONE LARGE COPIER, 8/12-31	
1,000/DAY X 19 DAYS	1,900
-- ONE SMALL COPIER, 8/22-30	
105/DAY X 8 DAYS	765
-- ONE SHREDDER (EMBASSY TO PROVIDE)	0
-- 15 CELL PHONES, 8/12-30	
1225 RMB/DAY X 15 X 19 DAYS	7,980
-- 15 RADIOS (ADVANCE TO BRING)	0
-- 15 PAGERS	100
-- TRANSLATION EQUIPMENT: N/A	
-- TRANSFORMERS (EMBASSY TO PROVIDE)	0

SUBTOTAL: 29,445

NOTES:

1. WE HAVE ELIMINATED COST OF BRINGING IN A RADIO
TECHNICIAN FROM THE BUDGET. HOWEVER, TO USE RADIOS IN
BEIJING EMBASSY RECOMMENDS HAVING A REPEATER, AS RADIOS
WILL NOT WORK WELL OTHERWISE.
2. WE ARE STILL AWAITING MORE DETAILED INFORMATION ON
THE RADIOS YOU WISH TO BRING IN TO CHINA, SO THAT WE CAN
ASK PERMISSION (SEE REF E). A SAMPLE DIPLOMATIC NOTE
SHOWING THE NECESSARY TYPE OF INFORMATION WAS FAXED JULY
29 TO J. LOWERY.
3. ON THE COMPUTERS AND LASER PRINTERS, WE HAVE LOCATED
A COUPLE OF SOURCES THAT CAN PROVIDE AND SERVICE THE
EQUIPMENT. ACTUAL COSTS MAY IN FACT END UP BEING A BIT
LOWER THAN ESTIMATED HERE.

E. PRINTING/REPRODUCTION:

-- PRINTING:	2,000
-- REPRODUCTION:	2,000
-- POSTAGE DOMESTIC AND INT'L:	500
-- COURIER DOMESTIC AND INT'L:	600
-- FAX AND PHONE CALLS:	16,000

SUBTOTAL: 21,100

NOTES:

1. WE HAVE REDUCED ESTIMATED PRINTING, POSTAGE AND
COURIER COSTS AS INSTRUCTED IN REF C, BUT INCREASED
REPRODUCTION COSTS IN CASE THERE IS NEED FOR EMERGENCY
OUTSIDE REPRODUCTION, WHICH IS QUITE EXPENSIVE IN
BEIJING.

F. SUPPLIES:

SUBTOTAL: 2,000

NOTE: THIS ESTIMATE HAS BEEN REDUCED AS INSTRUCTED
HOWEVER, OUR ORIGINAL ESTIMATE OF USD 2,600 WAS BASED ON

5063257

BEIJIN 34445 00 OF 04 031010Z 007241

5063257

THE REQUIREMENTS OUTLINED IN THE JULY 11 MEMO FROM
MICHELLE DAY AND OUR EXPERIENCE WITH OTHER SECRETARIAL
VISITS OF MUCH SHORTER DURATION (TAKING INTO ACCOUNT THE
LENGTH OF THE ADVANCE TEAM STAY).

G. PERSONNEL CONTRACT SERVICES:

-- OVERTIME	13,400
-- CONTRACT PERSONNEL	8,000
-- INTERPRETERS/ADVANCE, 8/14-30	
6 X 17 DAYS AT USD 200/DAY	17,000
-- INTERPRETERS/DELEGATION, 8/28-30	
120 X 3 DAYS AT USD 200/DAY	12,000
-- INTERPRETER FOR SECRETARY (N/A IN BEIJING)	
-- PHOTOGRAPHER	
600 DAYS X USD 500/DAY	2,000
-- MISC.	
5,000	

SUBTOTAL: 57,400

NOTES:

1. EMBASSY INTERPRETER JIM BROWN IS ON HOME LEAVE IN THE
UNITED STATES AND RETURNS TO BEIJING AUGUST 24, SO HE
WILL BE AVAILABLE FOR THE SECRETARY'S VISIT. COSTS FOR
TAKING HIM TO SHANGHAI AND GUANGZHOU WOULD INVOLVE DAILY
FARE PER DIEM OF USD 61/DAY FOR GUANGZHOU AND USD 95/DAY
FOR SHANGHAI, PLUS ROOMS AT THE RATE QUOTED BY THE
OTHER POSTS. WE ASSUME THE SECRETARY WOULD TAKE HIM ON
THE OFFICIAL PLANE, AS TRAVELLING BY COMMERCIAL AIR WOULD
MAKE HIM MISS MANY EVENTS IN THE SECRETARY'S TIGHT
SCHEDULE. PLEASE ADVISE IF YOU INTEND TO TAKE HIM TO
HONG KONG.

2. FREE-LANCE PHOTOGRAPHER JOHN CURRIE CHARGES USD
500/DAY, WHICH INCLUDES THE COST OF FILM AND DEVELOPING.
HE IS FREE TO TRAVEL WITH THE SECRETARY TO SHANGHAI,
GUANGZHOU AND HONG KONG, IF DESIRED. AT EIGHT DAYS
(8/27-9/3) HIS TOTAL FEE WOULD BE USD 4,000, PLUS THE
COST OF HOTEL ROOM IN THOSE CITIES AND RETURN AIRFARE
FROM HONG KONG (ASSUMING HE WOULD ALSO FLY WITH THE
SECRETARY ON THE OFFICIAL PLANE, AS FLYING COMMERCIAL AIR
WOULD CAUSE HIM TO MISS MANY EVENTS), WHICH RUNS ABOUT
USD 300 FOR ECONOMY CLASS.

3. ESTIMATE FOR CONTRACT PERSONNEL IS BASED ON ASSUMED
RATE OF USD 10/HOUR FOR LOWEST RATE SECRETARIAL STAFF,
PLUS OVERTIME, WORKING ON 12-HOUR SCHEDULES FOR THE
SECRETARY'S CONTROL ROOM AND FOR THE BUSINESS CONTROL
ROOM PRIOR TO ARRIVAL OF THE OFFICIAL DELEGATION. THE
MISCELLANEOUS USD 5,000 IS A CUSHION TO COVER THE
DIFFERENCE BETWEEN THE USD 10/HOUR RATE AND ACTUAL SALARY
RATE OF EMBASSY SECRETARIAL STAFF TO MAN CONTROL ROOMS
DURING THE SECRETARY'S STAY, AND FOR HIGHER-COST HELP
DURING THE ADVANCE PERIOD. POST IS CURRENTLY RECRUITING
FOR TEMPORARY CONTROL ROOM HELP WITHIN THE EMBASSY AND
AMERICAN COMMUNITIES.

TOTAL (B - G): USD 188,905

H. HOSPITALITY:

-- AMBASSADOR DINNER 8/27 (40 PEOPLE AT 12/HEAD)	500
-- POSSIBLE LUNCH 8/29 (100 PEOPLE AT USD 28.75/HEAD	
PLUS DRINKS AT CHINA WORLD HOTEL)	3,500

NOTE:

1. AMCHAM BREAKFAST PLANNED FOR MONDAY, AUGUST 29, WILL

UNCLASSIFIED

ROUTJNE

UNCLASSIFIED
EAP/L CARDS CENTER

INCOMING

PAGE 03 OF 03 BEIJIN 34445 03 OF 04 031010Z 007241 5063257
COST APPROXIMATELY USD 20 PER PERSON FOR BUSINESS
DELEGATION AND OFFICIAL DELEGATION MEMBERS. ANCHUAN WILL
COVER THE COSTS OF THE SECRETARY AND OTHER HIGH-LEVEL
USC MEMBERS.

SUBTOTAL: USD 4,000

GRAND TOTAL (B-H): USD 192,905

POST COMMENTS

6. WE UNDERSTAND THE ADVANCE TEAM WILL BRING THE WORD
PERFECT SOFTWARE WITH THEM.

7. FOR CURRENCY EXCHANGE, THE ADVANCE TEAM WILL HAVE TO
GO TO THE EMBASSY AND CHANGE MONEY BASED ON PRIOR

CLEARANCE, OR CHANGE MONEY AT THE HOTEL. DURING THE
SECRETARY'S VISIT, EMBASSY WILL PROVIDE AN ACCOMMODATION
EXCHANGE FOR OFFICIAL MEMBERS AT THE EMBASSY LIAISON ROOM
IN THE HOTEL (PROBABLY SATURDAY UPON ARRIVAL, SOME TIME
DURING SUNDAY AND MONDAY AFTERNOON). THE BUSINESS
DELEGATES CAN CHANGE MONEY AT THE HOTEL.

8. THERE WILL ALSO BE CHARGES FOR TOURIST ACTIVITIES,
WHICH COULD RANGE UP TO USD 50/PERSON OR MORE, DEPENDING
ON WHAT ACTIVITIES ARE ULTIMATELY SCHEDULED. HOW ARE
THESE CHARGES TO BE HANDLED? WE WILL DISCUSS WITH MOTEC
WHETHER ANY ENTRANCE FEES CAN BE WAIVED OR REDUCED.

9. DAO HAS RECEIVED FLIGHT INFORMATION FROM THE AIRFORCE
AND IS WORKING ON THE DIPLOMATIC NOTE REQUESTING CABOTAGE
PRIVILEGES. WE STILL REQUIRE INFORMATION ON THE CREW
MEMBERS (NAMES, DATES OF BIRTH, PASSPORT NUMBERS WITH
DATES OF ISSUANCE AND EXPIRY).
(CCS:JPHORSLEY) ROY

UNCLASSIFIED